ALMS Job Aid # 4 – Building a Web-Based Course

Content

- Select **"Content"** from the **Go to:** drop down menu. The **Content Repository** screen will be displayed.
- Find your group name in the Content Repository.
- Click on the "**Book**" icon to display the content stored in the repository.
- If your Content was sent to the EMC for testing, look for your content in the **Content Repository**.
- Once you have found your content, "**Publish"** that content as a "**New Product"**. Fill in all mandatory fields in the **Product Details** screen and click "**Save**".
- If your content does not require testing, (ex. Test) select **"Create"** in the **Left Navigation Bar** to enter your content. Fill in all **mandatory fields** and click "**Save**".
- Once you have created your content, **"Publish"** that content as a new **"Product"**. Fill in all **mandatory fields** at the **Product Details** screen and save.

Entering Products

- Select **"Catalog"** from the **Go to:** drop down menu
- Select **"Product"** from the **Horizontal Tab Bar**
- Select **"Create"** in the **Left Navigation Bar**

The Product Details Screen is displayed. All mandatory fields are in RED.

- **Product Group:** Click on the Finder icon and find your group
- **Product Number:** Free Text Field
- **Name:** Free Text Field
- **Category:** Select the category that corresponds to your product
- **Security Domain:** Click on the "**Finder**" icon and find your domain
- **Manager Approval:** Yes/No
- **Available From:** Click on the "**Calendar**" icon and select the date you want your product available.
- **Discontinued Date:** Not Mandatory
- **Quantity:** Not used
- **Training Units:** Not used
- **Abstract:** You can enter a description of product here.

- **Vendor:** Not used
- **Manufacturer:** Not used
- **Version:** Not Mandatory
- **Display for Call Center checkbox:** Leave Checked
- **Internal checkbox:** Leave Checked
- **Display for Web checkbox:** Uncheck (Learners don't need to see the products)
- **Use as Resource:** Not used
- **Remote Flag:** Not used
- **Custom Fields:** Used by ATTRS entered courses.
- Click on **"SAVE"** to save your Product Details screen
- More links will appear in the **Left Navigation Bar**. Here is where you can add more information to your product.

Now that you have entered your Products, you can build your Course.

- Select **"Catalog"** from the **Go to:** drop down menu
- Select **"Courses"** from the **Horizontal Tab Bar**
- Select **"Create"** in the **Left Navigation Bar**

The **Course Details** screen is displayed. **Mandatory fields are in RED**.

- **Name:** Free text field
- **Version:** Not Mandatory
- **Available From:** Click on the "**Calendar**" icon and select the date you want your course available.
- **Discontinued:** Not mandatory
- **Security domain:** Click on the "**Finder**" icon to select a domain
- **Acquire within:** Not Mandatory
- **Valid for:** Not used
- **Notify for (days):** Not Mandatory
- **Course Recertification Window:** Not Mandatory
- **Recertification Policy:** Not Mandatory
- **Immediately Expires:** Not used. Leave NO.
- **Abstract:** Here you can put a description of your course.
- **Custom Fields:** Used by ATTRS entered Courses

Next, Select **"Course Phase"** in upper right corner of screen.

The **Course Phase Details** screen is displayed. Enter data in the mandatory fields:

- **Name:** Free text field
- **Available From:** Click on the "**Calendar**" icon and select date
- **Acquire within (Days):** Not Mandatory
- **Discontinued From:** Not Mandatory

Next: Select **"Add New"** to add a new module. Enter data in the mandatory fields:

- **Name:** Free text field
- **Number of Offerings Learner Must Complete:** Same as the number of offerings.

Next: Select **"Add New"** Learning Offerings

- Search for the learning offerings (Products) that you entered by using the same "**Category**" and "**Product Group**" that you entered in the **Product Details** Screen.
- Place a **check in the box next to ALL of the learning offerin**gs for this course and click **"DONE"**
- The offerings will automatically populate to the **Course Module" Details** screen.
- Click **"SAVE"**
- This will take you back to the **Course Details** screen.
- Click **"SAVE"**

To Check on or Edit work

- From the **Course Details** Screen
- Click on **"Course Phases"**
- Click on the **"Edit"** Icon next to the Phase you want to edit and this will display the modules associated to that Phase
- Click on the **"Edit"** Icon next to the Module/Learning offering you want to edit

To create an "Iteration"

- Choose **"Catalog"** from the **Go to:** drop down menu
- On the **Horizontal Tab Bar**, Select **"Course Iteration"**
- Click **"Create"** in the **Left Navigation Bar**
- Fill in ALL **Mandatory Fields identified by RED TEXT**

- **Product Group:** Click on the "**Finder**" Icon to find your group
- **Course Iteration Number:** Free Text Field

- **Name:** Free Text Field
- **Description:** Free Text Field (This is where you can put a short description of your iteration for the learner to see)
- **Marketing Campaign:** Not used
- **Security Domain:** Click on the "**Finder**" Icon to select your domain
- **Available From:** Click on the "**Calendar**" icon to select date
- **Discontinued From:** Not Mandatory
- **Total Price:** Not used
- **Number Items:** Not used
- **Training Units:** Not used
- **Internal checkbox:** Leave checked
- **External checkbox:** Leave checked
- **Display for Web checkbox:** Must be checked in order for learners to see your course
- **Display for Call Center checkbox:** Leave Checked
- **Custom Fields:** Not used

To Add Lessons

- Click on **"Course Iteration Lesson"** in the Title Bar
- Click on **"Add New"**. Enter data in the mandatory fields:
- **Description:** Enter Name of the Lesson (Product) you Created
- **Manager Approval:** Yes or No, Defaults to No
- Click on **"Add New"** Section
- **Category:** Same as the category you used when creating the product
- **Product Group:** Same as Product Group you used when creating the product
- Click on **"Go"**
- This will display the **Lesson Offerings (Products)**
- Place a check next to the name of the product you want to associate to the Iteration. **NOTE: YOU MUST SELECT THE PRODUCTS ONE AT A TIME.**
- Click on **"Done"**
- The product will populate to the top of the screen
- Click **"Back"** to add more products
- Once you are done selecting all of the products, click **"Save"**
- This will bring you back to **Course Iterations Details** Screen and you will now have more options in the **Left Navigation Bar**
- Click **"SAVE"**

Now we will associate the Iteration to the Course

- Select **"Catalog"** from the **Go to:** drop down menu
- Select **"Courses"** from the **Horizontal Tab Bar**
- Search for the Course you created earlier by typing the name of the course into the search parameters field and click on "**GO**"
- Click on the **"Edit"** icon
- The **Course Details** screen is displayed
- Select **"Course Iterations"** from the **Left Navigation Bar**
- On the bottom half of the screen, use the drop down to find the iteration you want to add to the course
- Select **"Add Course Iteration"**
- Search for iteration using one or more of the search fields and select **"GO"**
- Click on the **"Check Box"** next to the iteration you select, scroll up and click **"Done"**
- The Iteration will populate to the top of the screen, which means it has associated with the Course
- Click on **"Main"** on the **Left Navigation Bar.**
- The ALMS will return to the **Course Details** screen. Click **"Save"**